

Instructions for Certificates and Obtaining Continuing Education Units (CEUs)

Certificates for APHIS field employees and participants from outside APHIS (excluding military) should be signed by the respective AVIC. Certificates for military participants should be signed by appropriate level.

The certificate is available in Word Pro and Microsoft Word formats. Please download the version compatible for you and modify *Participant Name* and *Approving Official* as appropriate, and enter the program number. The program number will be listed on the American Association of Veterinary State Boards (AAVSB) web page (www.aavsb.org) as well as this page once it is provided. The program number should be known by the end of September 2002.

To obtain CEUs in your State for this Seminar:

You will need to submit your Certificate of Training to your Board and let them know that this Seminar is on the approved list of courses. Be sure that you write the program number on your training certificate. The Seminar will be listed in the AAVSB Newsletter that is distributed to all the State Boards, or they can check the website.

Accessing the AAVSB website for listing of approved courses:

Web address: **www.aavsb.org**

- ♦ click on “database services”
- ♦ click on “registry of approved continuing education”

The approved Continuing Education is listed chronologically by when it was approved.